



CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA) CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA)	RELEASE DATE:	Thursday, March 11, 2010
POSITION TITLE:	Associate Director, Budget Management	FINAL FILING DATE:	Wednesday, March 24, 2010
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	Thursday, April 8, 2010
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	03112010_6

POSITION DESCRIPTION

Under the direction of the Deputy Director of Financial Management, the incumbent serves as the chief budget officer to the Deputy Director. The incumbent has full responsibility and accountability for the planning, organization, direction and oversight of the Budget Management Branch for California Prison Health Care Services' Medical Programs. The incumbent will oversee budgetary management and related budget policy and process for all aspects of the Receiver's administrative, medical and custody programs on a statewide basis. The incumbent provides management, policy formulation, guidance, consultation, applies laws, rules, regulations and policy to ensure budget responsibility. The incumbent will oversee the administration's budgetary development, budget issues, budgetary reporting, and responds to questions from the Office of the Receiver and Department of Finance.

Duties include, but are not limited to:

The Associate Director reports directly to the Deputy Director of Financial Management and provides program management and related policy and processes to all aspects of budget management of the Receiver's administrative, medical and custody programs, for headquarters and all 33 institutions statewide. The Associate Director is a member of the management team and is responsible for providing values-based leadership, direction, support and oversight to the budget analysts who manage the budgetary development, budget issues, and budgetary reporting. The Associate Director will oversee the development of a training plan for budget analysts in the field and at headquarters. The Associate Director will work closely with and advise management staff on budgetary related matters concerning issues of significant policy impact to ensure operational effectiveness and standardization.

The Associate Director will manage and direct the oversight of the Receiver's administrative, medical and custody budgetary services. A highly complex statewide program requiring expertise in the knowledge of procedures and applicability laws, rules, regulations and policy to ensure budget responsibility and integrity in all phases of business transactions. The Associate Director will be

responsible for the development and implementation of budget policies, determines the budgetary requirements needed to account for new laws and regulations, ensures compliance of budgetary records as its highest level and provide oversight for revenues, expenditures and acquisitions. Provide day-to-day policy decisions and serves as the primary management liaison between the Department and the appropriate control agencies, Department of Finance, Joint Legislative Budget Committee, Bureau of State Audits, Legislature, and institutions statewide on all budget policy matters.

The Associate Director will manage all activities related to the department's budget. The Associate Director will oversee the allotment and expenditure allocations statewide. The Associate Director will provide oversight, direction, and departmental position for the planning, development and implementation of the annual budget for the Receiver's administrative, medical and custody programs. The Associate Director will coordinate activities of the executive staff, managers, supervisors and staff in the preparation of the budget to ensure the budget is prepared based on the goals and objectives in the Receiver's Turnaround Plan of Action. The Associate Director will direct staff in the preparation of the budget concepts papers, FSRs/BCPs for the Receiver's administrative, medical, and custody programs and will ensure that all BCPs are tracked through the entire budget process and implemented upon approval. The Associate Director will serve as the primary management advisor to the Deputy Director and may prepare and testify at the legislative budget hearings.

The Associate Director implements and provides status on the progress of the Receiver's Turnaround Plan of Action with regard to budget management. Formulate performance measurements, goals, and objectives. Evaluate the managers' performance, develops and maintains individual development plans, completes timely probationary reports and adheres to the State's progressive disciplinary policy. The Associate Director will make informed and defensible administrative and personnel management decisions in accordance with department and State policies, employment laws, civil service rules and collective bargaining agreements.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Experience at the managerial level in strategic planning, performance measurement, benchmarking, and organizational development.

Experience at the managerial level developing departmental budgets within the state budget process.

Experience at the managerial level presenting program issues before various control agencies, the Legislature, client organizations, interest groups and/or the public.

Demonstrated ability to apply new ways of thinking, solving problems, creating new ideas and developing new approaches to achieve the Department's mission.

Experience at the managerial level in leadership of a large, multi-functional organization utilizing matrix management and/or integrated teams.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Associate Director, Budget Management**, with the **CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA)**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA), Selection Services
P.O. Box 4038, Suite 350, Sacramento, CA 95812-4038
Xiong Her | 916-445-1414 | xiong.her@cdcr.ca.gov

ADDITIONAL INFORMATION

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to Human Resources, located at 501 J Street, Suite 350, Sacramento, CA. (**Please note, our office will be closed for business on Friday, March 12 and 19, 2010**)

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is

competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>